

# REAPPLYING FOR SERVICES POLICY

This policy was approved by the Salish & Kootenai Housing Authority Board of Commissioners on **November 3, 2009**.

This applies to applicants that had an accounts receivable at time of vacate, was evicted from the Authority, or had other Authority services terminated for any violation of the Authority's policies and/or lease.

Service is defined as receiving a rental unit, rental assistance, homeownership assistance, water/sewer services and home repair (emergency, HIP or WX) assistance from the Authority.

## **Definition of Good Standing**

Applicants are eligible to reapply for Authority services if the applicant is in good standing with the Authority. **Good Standing** for these purposes is defined as:

1. Account is current. It is preferred that any account with the Authority be paid in full. However at the time of **application ONLY** if the applicant still has an accounts receivable the account must:
  - a. Have no less than ninety (90) days of payments on a payback agreement. \*NOTE\* Per Capita payments are excluded from this requirement. If the applicant is only making per capita payments toward their accounts receivable, their application WILL NOT be considered until such time as they make an additional ninety (90) days of payments.
  - b. Must keep the payback agreement current while applicant is waiting for unit to become available.
2. At the time the applicant **is approved for a service** the previous accounts receivable MUST be paid in full.
3. The applicant has provided written verification that applicant has rented from a landlord, other than the Authority, for a period of six months with no lease violations, late rent payments or destruction to the rental unit. The Reference letter(s) must include address and telephone number of the most recent landlord. In the absence of a landlord, verification of current living arrangements will be accepted; examples are Social Services Program, Probation or Parole officer and Employer.
4. Applicant has ability to place all required utilities in the name of the Head of Household.

## **Review Committee**

When an application is received for Authority services and the head of household or a member of the household composition previously had services terminated the application will be reviewed by the Authority's Review Committee.

The Review Committee will also make any necessary recommendations for services to the Authority's Board of Commissioners.

### **Voluntary Vacate of unit**

When an application is received for an Authority Service and the Head of Household or any member of the Household composition voluntarily vacated their previous unit they must be in good standing before the application is considered.

### **Authority Services Terminated**

When an application is received for an Authority service and the head of household or a member of the household composition's services were terminated by the Authority, one of the following will apply.

1. Lease Violations (i.e., points).
  - a. Application may be considered if applicant is in good standing with the Authority.
2. Drug and Criminal Activity
  - a. If the applicant had services terminated for violation of the Authority's Criminal and Drug Related Activity Policy applications will be reviewed by the Review Committee.
  - b. Consideration for services will be in compliance of the Authority's Drug and Criminal Activity Policy.
3. Accounts Receivable
  - a. Application may be considered if applicant is in good standing with the Authority.
4. Repeat Terminations
  - a. If the applicant's services were **terminated once**, the applicant must:
    - i. Wait a minimum of six (6) months from the date of termination to be eligible to apply for services.
    - ii. Be in good standing with the Authority
  - b. If the applicant's services were **terminated more than once** the application must be reviewed by the Review Committee. To be considered the Applicant must:
    - i. Provide written proof from the most recent landlord that he/she has rented for at least six (6) months without any violations of their landlords lease. The Reference letter(s) must include address and telephone number of the most recent landlord. In the absence of a landlord, verification of current living arrangements will be accepted; examples are Social Services Program, Probation or Parole officer and Employer.
    - ii. Be in good standing with the Authority.
  - c. If the applicant has received previous services with the Authority more than once and had an account receivable balance after each service the application will be reviewed by the Authority's Review Committee.

### **Termination with Court Action**

When an application is received for an Authority service and the head of household or a member of the household composition has an account receivable where there is a Small Claims or Civil Action (pending or newly filed) or there is a current Judgment, prior to them receiving requested service the following shall apply:

1. The applicant cannot receive Authority services until the date the accounts receivable balance is paid in full.
2. The applicant has provided written verification that applicant has rented from a landlord, other than the Authority, for a period of six months with no lease violations, late rent payments or destruction to the rental unit. The Reference letter(s) must include address and telephone number of the most recent landlord. In the absence of a landlord, verification of current living arrangements will be accepted; examples are Social Services Program, Probation or Parole officer and Employer.